

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 2			Title of Work Assignment/SF Site Name NPDES Nutrient Permitting				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/12/2018 To 06/30/2019				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Danielle Stephan							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Robin Danesi							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							7/12/2018 (Date)			
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							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 2-03**

TITLE: Support for NPDES Permitting Activities for Nutrient Pollution

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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PERIOD OF PERFORMANCE: July 12, 2018 through June 30, 2019

ESTIMATED LEVEL OF EFFORT: 1225 hours

BACKGROUND: Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. To effectively implement the NPDES program, WPD develops national regulations, policies, and guidance, and supports the Environmental Protection Agency (EPA), Regions, Tribes, and States. WPD also provides technical support to the regulated community in assuring compliance with the Clean Water Act (and other statutes as they relate to the NPDES program).

Nutrient pollution consists of excess contributions of nitrogen and phosphorus to the Nation's surface waters and has consistently ranked as one of the top causes of degradation in U.S. waters for more than a decade. Excess nitrogen and phosphorus lead to significant water quality problems including harmful algal blooms, hypoxia and declines in wildlife and wildlife habitat; as recently seen in places like the Gulf of Mexico and Chesapeake Bay.

Current approaches developed to address permitting for toxic pollutants do not fully address the issues associated with developing nutrient permit limits that protect water quality standards.

Many waterbodies do not have numeric criteria for nutrients. The effects of nutrient pollution are widespread and the sources are from both, point and non-point sources. Permitting authorities are often faced with a daunting task of protecting water quality, especially on impaired waters where no TMDL has been developed.

It is essential that WPD effectively communicate information related to nutrient pollution in NPDES permits and how state and regional permitting authorities can address nutrient pollution. Using existing data sources and information about existing state implementation procedures, WPD Developed and implemented a series of in-person trainings *to* ensure the NPDES program effectively and efficiently achieves programmatic goals and protects water quality related to nutrient pollution.

To assist permit writers in determining how to develop permit limits for nutrient pollutants under such conditions, EPA is;

1. Adapt “in-person” training materials that have already been developed and piloted with state and regional permitting authorities to an online version that will be more readily available to permit writers,
2. Support 7 “in person” nutrient trainings/workshops with state permit writers and managers over the next 5 years
3. Support state and regional permitting authorities develop implementation procedures and water quality-based effluent limits for nutrients
4. Reviewing state water quality standards, implementation procedures, permits with nutrient limits, reasonable potential procedures, nutrient reduction strategies, technical documents developed by external stakeholders, and other information sources to inform the development of additional training resources and options for additions nutrient permitting practices.
5. Providing regular updates on the status of nutrient limits and monitoring requirements in NPDES permits.

OBJECTIVE: The objective of this work assignment is to provide technical support to EPA in its continued efforts to communicate information on nutrient pollution to NPDES permit writers on the state of nutrient requirements in NPDES permits, review and summarize state and regional implementation procedures related to nutrients, and update and develop online nutrients training materials. The target audience is NPDES permit writers, state and regional water program managers and other key NPDES program stakeholders, such as regulated point source dischargers.

Performance Work Statement: Contract Sections 3.4, 3.5, 3.7, 3.9

The administrative and technical tasks to be provided by the contractor under this work assignment shall support management, technical and logistical tasks associated with developing training materials and delivering the NPDES Permit Writer’s nutrients training course, and review and analysis related to implementation procedures for nutrient water quality standards. The contractor will not be involved in Agency policy or decision making.

As outlined above, technical support will include the following:

1. Nutrient Training Activities
 - a. **In-Person Training Materials and instructor** - the contractor shall provide support to EPA NPDES training staff for one instructor for an in person training in June 2017. The location and date are still to be determined.
 - b. **Training Materials** -Technical support will include updating existing training materials used to train state and regional NPDES permit writers in PowerPoint and adapt these materials to an online version of the training. Support will also entail assisting EPA in informing, educating, and involving key NPDES program stakeholders and permit writers on issues affecting implementation of the NPDES program as it pertains to the training. Reference guidance's includes but is not limited to, the Technical Support Document for Water Quality-based Toxics Control (1991), the U.S. EPA NPDES Permit Writers' Manual, Watershed-based NPDES Permitting Technical Guide, and Watershed-based permitting technical and implementation guidance, Water Quality Trading Toolkit for Permit Writers.
2. **Data collection and analysis** for NPDES permits with Nutrient requirements
3. **Nutrient Compendium** – Support the development of a State compendium of nutrient permitting practices.

Task 0 – Program Management

The contractor will prepare and submit a work plan and cost estimate that outlines the technical approach, methodology, and resources to be used to complete this work assignment. This work plan will include a list of the key personnel that will participate in the work assignment and an estimate of direct costs such as travel, computer costs, typing, etc.

The program management task also includes preparation and submission of the monthly progress report and invoice. By the 20th of each month, the contractor will electronically submit to the WACOR, CL-COR, and CO a progress report that documents the costs incurred and work performed during the previous accounting period, and work planned for the current accounting period. The progress report will highlight the hours and dollars expended as a percentage of the allocated hours or dollars. The report will also list by task the amount of work completed, include a table of hours by personnel, and identify any problems or difficulties.

This task also provides for contract management, including discussions between the CL-COR and the ERG Program Manager and discussions between the WACOR, and the contractor. The WACOR and appropriate contractor staff will conduct teleconferences and/or meetings with the WACOR to coordinate activities, review schedules, and discuss deliverables.

Task 1 – Support and Participate in Workgroup and Work Planning Meetings

The contractor shall participate in up to 20 workgroup meeting/conference calls lasting up to 2 hours with the WACOR and key stakeholders to discuss the training materials and related document and workgroup comments. The contractor shall also participate in up to 8 work planning meetings with the WACOR, program experts and workgroup members. EPA will schedule and initiate each call or meeting. For each conference call, the contractor shall facilitate and provide technical subject matter expertise to these discussions.

Deliverables: Attendance at all calls

Task 2 – Support for the NPDES Permit Writer’s Training Course on Nutrient Pollution

Pre-course support

The Contractor shall provide technical support for updates to training materials developed for the “NPDES permit writers specialty workshop” under EPA CONTRACT NO. EP-C-11-009 Work Assignment 03. The contractor shall support reorganization, drafting, editing and scripting/developing talking points for the 11 modules used for the in-person training. Some of these materials have been posted online and/or continue to be adapted to an online version in Task 3. the contractor shall provide individuals with experience with permitting for nutrient pollution, the basic NPDES permit writers course as well as familiarity with the various flexibilities within the clean water act such as, Watershed-based permitting, Water Quality Trading, Compliance schedules and Water Quality Standards variances, to assist in the development of online training materials.

Deliverables:

	Deliverable	Due by
1	Updated draft course materials	30 days after WACOR technical direction

Task 3 – EPA HQ NPDES Nutrients On-line Course for EPA WPD/OWM’s NPDES Website

Under the last option period, the contractor delivered draft scripts and suggested slides for 3 additional training modules: 1) Watershed-based Permitting, 2) Water Quality Trading and 3) Compliance Schedules and Variances. Work on these modules will continue from Option period one to option period 2. The following is a description of work the contractor shall be expected to perform.

Technical Expertise: The Contractor shall provide at least one individual who is an expert in developing online training materials using the "*articulate storyline*" software. In addition, the contractor shall provide individuals with experience with Watershed-based permitting, Water Quality Trading, Compliance schedules and Water Quality Standards variances, to assist in the development of online training materials.

Revise training materials: EPA has developed 3 “flexibilities” modules in PowerPoint for the in-person trainings, that now need to be adapted to the online platform in storyline. The contractor shall provide technical and administrative support for the development and review of 3 additional training modules. The contractor shall provide document production support including drafting technical components, editing existing text or text provided by stakeholders, creating graphics to illustrate various concepts in the training, and formatting the supporting document and, when necessary, the training materials using appropriate desktop publishing software. Additional updates to these files may include; restructuring the order of existing slides for better flow and continuity, editing slide content to ensure it is consistent with current EPA policy, rules and regulations, develop test questions, developing scripts for each slide. In developing the draft scripts and overall online structure, the contractor shall facilitate

collection of, compile, summarize and provide draft responses to comments on training materials. EPA will review and identify comments to be incorporated into the supporting document. The contractor shall incorporate EPA's comments and edits into the training materials. For planning purposes, the contractor shall assume up to 5 drafts of training materials.

In order to finalize scripts for each module, the contractor shall participate in up to 5 one-day working sessions to finalize draft scripts. Upon completion of the working session(s) with WACOR, the contractor shall incorporate comments into the draft training materials and finalize the scripts for the 3 modules.

The contractor shall format the graphics and text of the training materials so that the "look and feel" is consistent with the "US EPA NPDES Permit Writers' Course," and 8 modules previously completed under this task.

These modules will become "Part 3" of the online nutrient training. The EPAWACOR shall send the contractor the current version of the files.

Record audio for 3 modules: once the scripts for each of the 3 modules are finalized, the contractor shall assist EPA in recording the audio for each slide for the online training.

Converting power point training materials to an online platform: The contractor shall convert training materials into an online media using the "Storyline" (or comparable software) presentation development software and delivered part of all of the training modules to the WACOR via an EPA internal only (not live) intra-agency link or site for selected EPA HQ staff and the contractor to *Alpha and Beta test* the draft final on-line EPA HQ NPDES Nutrients on-line course prior to it being posted "live."

Alpha and Beta testing: The contractor shall consolidation of all comments received during the alpha and beta testing processes. The contractor, working closely with the WACOR, will review the comments and revise and finalize the on-line Nutrients course, as necessary. Edits shall include, but are not limited to:

- ensuring that the scripts are updated and accurately reflect any changes to script and/or audio,
- the slide animation on all slides matches the audio,
- re-record any sections of the training that require content changes,
- all available resources and hyperlinks are working properly.
- for possible concept refinements for better viewer understanding,
- errors in the visual or narration presentations,
- pacing or clarity of the presentations
- automated toggles or other course exercise features work including the certificate generation.

Finalize online training materials: Upon completion of the testing phases, and after all comments selected by the WACOR are addressed, the contractor will deliver a draft final

NPDES Nutrients on-line course for WACOR's final review within 30 days of completion and incorporation of beta testing comments.

Upon final review and as directed by WACOR, the contractor shall deliver,

1. the final training electronically through EPA's SharePoint site, or contractor equivalent file transfer site, to post the final on-line course on EPA's WPD/OWM NPDES website which meets all of EPA's format and/or website posting requirements,
2. two compact discs or memory sticks of the final EPA HQ NPDES Nutrients on-line course which includes the flash presentation and the webcast recordings, and
3. A PDF version of the online Training slides and Transcripts that are 508 compliant for posting to EPA's website.

Uploading to EPA's Website and development of communication and outreach materials-

Once the WACOR and EPA HQ managers have approved the final product the contractor will coordinate with the appropriate EPA NPDES website managers to upload the EPA HQ NPDES **Nutrients** on-line course and "go live." If after going live if there are problems the EPA contractor and the WACOR will discuss with the EPA website managers what needs to be fixed or adjusted to ensure proper operation and use by public viewers.

Deliverables:

	Deliverable	Due by
1	The contractor shall prepare draft training materials reflecting suggested updates to structure and language, draft scripts, and graphics for 3 modules	Up to 30 days after WACOR and contractor working session.
2	The contractor shall participate comment resolution meetings on web based training materials.	Up to 3 -one day working sessions to be scheduled after WACOR approves draft scripts
3	The contractor shall prepare final draft training materials based on WACOR comments	Up to 30 days after receipt of WACOR comments
4	The contractor shall adapt training PowerPoint materials into web-based training and provide draft materials to WACOR for review	Up to 30 days after receipt of WACOR comments
5	The contractor shall provide draft web-based training materials for Alpha and Beta testing phase.	Up to 30 days after receipt of WACOR comments
6	Consolidate comments from Alpha and Beta tests	Up to 30 days after receipt of WACOR comments

7	Final NPDES Nutrients on-line course: <ul style="list-style-type: none"> • deliver electronically via EPA SharePoint site • two compact discs or memory sticks (including flash presentation and the webcast recordings) • PDF file of course slides and transcript compliant with all EPA web posting requirements (i.e. 508 compliant etc.) 	Within 15 days of final comments from WACOR
8	Communication and outreach materials	15 days after WACOR technical direction

Task 4 – Analyze and Compile Effluent Data on Nutrient Pollution

A. General Permits Data Analysis

In accordance with EPA’s protocol, for fiscal year ending September 2018, the contractor shall pull general permitting data for any parameter code related to nutrient pollution for all 50 states and major territories from the Integrated Compliance Information System (ICIS-NPDES). In addition to data pulled from ICIS-NPDES, the contractor shall pull equivalent data from the EPA’s Discharge Monitoring Report (DMR) Pollutant Loadings Tool. The purpose of this data pull is to aid in the comparison of data pulled directly from ICIS-NPDES with data pulled from the Loadings Tool. This analysis will help ensure the consistency of EPA’s Office of Waste Management’s nutrients data with data that is used by EPA’s Office of Oceans Wetlands and Watershed (OWOW) data pulls on behalf of the Hypoxia Task Force. The DMR Loadings Tool can be found at: <http://cfpub.epa.gov/dmr/>

The contractor shall produce up to 10 reports summarizing the general permitting data, similar to those developed under this task for the individual permitting data. The requirements of each report and table will be provided through written technical direction from the WACOR and deliverables will generally be due 14 working days after technical direction is given. EPA’s permitting protocol, and the format for the nutrients table that is on EPA’s website are each attached.

The contractor shall analyze available data ICIS-NPDES for the following data field for general permitted dischargers:

Appendix 1 – List of fields to pull from ICIS SAP Business Intelligence for permits with nutrient monitoring/limits:

Region Code	Feature Latitude/Longitude.	Limit Unit Short Desc
State Code	Horizontal Accuracy Measure	Limit Unit Desc
NPDES ID	(Meter) Perm Feature	Limit Value Type Code
Facility Type Code	Latitude/Longitude. Source Map	Limit Value Type Desc
Facility Type Desc	Scale Number Perm Feature	Limit Value
Permit Name	Latitude/Longitude. Reference	Limit Value Consolidation Limit
Facility Name	Point Desc Perm Feature	Value Requirement Short
Location Address Supplemental	Latitude/Longitude. Geometric	Statistical Base Short Desc
Address	Type Desc	Statistical Base Long Desc
City	Perm Feature	Limit Value Qualifier Code
State	Latitude/Longitude.	Primary Permit SIC Code
Code	Horizontal Collect Method Desc	Primary Permit SIC Desc Permit
Zip	Perm Feature	SIC Code
County Name	Latitude/Longitude.	Permit SIC Desc
Section Township Range	Horizontal Reference Datum	Permit SIC Primary Indicator
Latitude in Decimal Degrees	Desc	Primary Permit NAICS Code
Longitude in Decimal Degrees	Perm Feature Water Body. RAD	Primary Permit NAICS Desc
Horizontal Accuracy Measure	Reach ID	Permit NAICS Code
Source Map Scale Number	Perm Feature Water Body. RAD	Permit NAICS Desc
Reference Point Desc Geometric	HUC Code based on Reach ID	Permit NAICS Primary
Type Desc Horizontal Collect	Perm Feature Water Body. RAD	Indicator Primary Facility SIC
Method Desc	Water Body Name Perm Feature	Code
Horizontal Reference Datum	Water Body. State Water Body	Primary Facility SIC Desc
Desc	Code Perm Feature Water Body.	Facility SIC Code
HUC Code	State Water Body Name	Facility SIC Desc
Tribal Land Code	Perm Feature ID	Facility SIC Primary Indicator
Tribal Land Name	Perm Feature Flow. App Actual	Primary Facility NAICS Code
USBC Tribal Land Code Permit	Average Flow (MGD) Perm	Primary Facility NAICS Desc
Type Code	Feature Flow. Application	Facility NAICS Code
Permit Type Desc	Design Flow Limit Set	Facility NAICS Desc
Facility Type Indicator	Designator	Facility NAICS Primary
Curr. Major Minor Status Total	Limit Set Name	Indicator
App. Design Flow (MGD)	Limit Set Type Desc	Component Type Code
Total Actual Average Flow	Limit Set DMR Comments	Component Type Desc Curr.
(MGD)	Change of Limit Status Desc	Compl. Track. Status Curr.
Permit Status Code	Parameter Code Parameter Desc	Compl. Track. Status Start Dt
Permit Status Desc	Monitoring Location Code	Curr. Compl. Track. Status End
Issue Date	Monitoring Location Desc	Dt
Effective Date	Limit Season ID All Months	Dmr Non Receipt Flag
Expiration Date	Limit Applies - Short Basis Of	Rnc Tracking Flag MGP
State Water Body	Limit Code Basis Of Limit Desc	NPDES ID MGP Gen. Perm.
State Water Body Name Perm	Eligible for Burden Reduction?	Industrial Cat. Desc.
Feature Type Desc Perm	Any Effluent Trade in Place?	FRS Facility UIN
Feature Desc	Limit Type Code	FRS HUC Code
Perm Feature	Limit Type Desc	ICIS Facility Interest ID
Latitude/Longitude	Limit Start Date	
Latitude in Decimal Degrees	Limit End Date	
Perm Feature	Limit Frequency of Analysis	
Latitude/Longitude. Longitude	Desc	
in Decimal Degrees Perm	Limit Sample Type Desc	

Raw data reports for general permitted facilities should be provided to EPA in separate files.

Deliverables:

	Deliverable	Due by
1	Nutrient general permitting data analysis report from ICIS-NPDES	Within 14 days of receipt of Technical Direction from the WACOR
2	Nutrient general permitting data analysis report from ICIS-NPDES and the DMR Loadings Tool, filtering out all the facilities outside of the Mississippi River Basin watershed	Within 14 days of receipt of Technical Direction from the WACOR

B. Individual Permitting Data (Beginning Late Summer/Early Fall 2018)

In accordance with EPA's protocol, for fiscal year ending September 2018, the contractor shall pull data on any parameter code related to nutrient pollution for all 50 states and major territories from the Integrated Compliance Information System (ICIS-NPDES). In addition to data pulled from ICIS-NPDES, the contractor shall pull equivalent data from the EPA's Discharge Monitoring Report (DMR) Pollutant Loadings Tool. The purpose of this data pull is to aid in the comparison of data pulled directly from ICIS-NPDES with data pulled from the Loadings Tool. This analysis will help ensure the consistency of EPA's Office of Waste Management's nutrients data with data that is used by EPA's Office of Oceans Wetlands and Watershed (OWOW) data pulls on behalf of the Hypoxia Task Force. The DMR Loadings Tool can be found at: <http://cfpub.epa.gov/dmr/>

The contractor shall deliver up to 15 reports that summarize trends in the permit limit data with a focus on permit limit characteristics and monitoring requirements for individual permits and general permits. These reports will include a set of data reports using the data pull from ICIS with facilities outside of the Mississippi/Atchafalaya River Basin (MARB) filtered out, and a set of data reports using the data pull from the DMR Loadings Tool with facilities outside of the MARB filtered out. The contractor shall also deliver a table of NPDES nutrient monitoring and limits data, using the data from the ICIS data pull, and formatted in accordance with EPA's web format.

The requirements of each report and table will be provided through written technical direction from the WACOR and deliverables will generally be due 14 working days after technical direction is given. EPA's permitting protocol, and the format for the nutrients table that is on EPA's website are each attached.

The contractor shall analyze available data from ICIS-NPDES for the following data fields for individually and general permitted dischargers: See Appendix 1

Raw data reports for individual permitted facilities should be provided to EPA in separate files.

Deliverables:

	Deliverable	Due by
1	Nutrient permitting data analysis report from ICIS-NPDES	Within 14 days of receipt of Technical Direction from the WACOR
2	Nutrient permitting data analysis report from ICIS-NPDES and the DMR Loadings Tool, filtering out all the facilities outside of the Mississippi River Basin watershed	Within 14 days of receipt of Technical Direction from the WACOR
3	Table of nutrient permitting data from ICIS-NPDES, using EPA's web format	Within 14 days of receipt of Technical Direction from the WACOR

C. Loadings Tool Search

EPA would like to develop a search within the DMR Loadings Tool that would allow data to be pulled, as needed. Initially, EPA would like the contractor to develop a search that will extract data on individual NPDES permits that include limits and monitoring for nutrients.

The contractor shall scope out this project, at the direction of the WACOR, and work to identify steps to build this search. Upon the approval and direction by the WACOR, the contractor shall begin developing a test search.

Deliverables:

	Deliverable	Due by
1	A project plan, identifying the steps needed to develop the search	Within 30 days of receipt of Technical Direction from the WACOR
2	Develop test search	Within 30 days of receipt of Technical Direction from the WACOR

Task 5 – Compendium of State NPDES Nutrient Practices

EPA has been working on a compendium of state practices, policies and procedures targeted to reducing nutrients from point sources. The purpose of the compendium is to facilitate state-to-state sharing about different methods of addressing the adverse effects of nutrient pollution in NPDES permits. Several states have developed practices and procedures for nutrient pollution, while others are still discerning how to address nutrients. This compendium will serve as a “clearing house” for the various procedures, and open dialog on the different approaches. The compendium may include information on the following procedures and practices:

- Mixing Zone Policies for Nutrients

- Variance Policies
- Critical Low Flows
- Critical Effluent Concentrations
- Background Concentrations
- State Performance Based Approaches
- Water Quality Trading for Nutrients
- Watershed-Based Permitting
- TMDL implementation

The contractor shall assist the WACOR with finalizing the compendium materials once EPA staff have written the narratives for each of the compendium topics. Finalizing the document shall include formatting, graphic work and technical editing. The contractor shall make sure that the document looks professional and consistent with the "look and feel" of other compendium documents produced by EPA. The WACOR shall send example documents to the contractor so they can see other compendiums that EPA has produced. The contractor shall use Microsoft word, publisher other compatible publishing software as long as the WACOR has access to the program and can make edits once the final document is delivered.

Deliverables:

	Deliverable	Due by
1	Final compendium document	Within 30 days of receipt of Technical Direction from the WACOR

Reporting Requirements: Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in a format compatible with Microsoft Office 2013, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, any written materials submitted to EPA must be doubled-sided and on recycled paper. Any computer disks submitted to the WACOR shall be scanned for and identified as free from viruses.

Anticipated Travel Requirements: Some limited local travel may be necessary to attend meetings with the WACOR.

Additional Requirements: Upon issuance of written technical direction, the contractor shall submit for inspection all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task. The contractor shall contact the

CL-COR and/or WACOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CL-COR and the WACOR.

Contractor Identification: To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

Control Requirements:

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 0, 1, 2, 3 and 5 of this work assignment. However, Task 4 will require a Quality Assurance Project Plan (QAPP) which outlines the contractor's decision criteria that the contractor used in developing data analysis and summary charts for nutrient permitting data. The sources of the information collected by the contractor for EPA are primarily from publicly available information sources and considered secondary data. The data quality objective for this information is that the nutrient permitting data analysis factually represent the information contained in the source documentation. The contractor shall refer all policy related questions to EPA. The contractor shall provide QAPP for tasks 4, within 15 days of receipt of work assignment.

Organizational Conflict of Interest:

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the Project Officer and the Contracting Officer of (1) any actual or potential personal conflict of interest regarding any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to

records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Project Officer. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. Subcontractors and consultants must adhere to EPA-approved security plans which describe procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guideline and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-05																																																																					
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Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 2			Title of Work Assignment/SF Site Name Wet Weather Pollution Control																																																																					
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS																																																																						
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Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div> _____ (Signature) </div> <div>6/30/2018 _____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:																																																																				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 2-05**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2228
billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Lisa Biddle
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 566-0350
biddle.lisa@epa.gov

PERIOD OF PERFORMANCE: July 01, 2018 through June 30, 2019

ESTIMATED LEVEL OF EFFORT: 560 hours

PURPOSE: This Work Assignment provides support to combined sewer overflows (CSO), and sanitary sewer overflows (SSO), for the WPD.

STATEMENT OF WORK:

TASK 1 – Combined Sewer Overflow Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective Combined Sewer Overflow

(CSO) program. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

- EPA believes this task will be no more than 10 LOE

TASK 2 – Combined Sewer Overflow Data Analysis

Based on the data collected during Option I and Option II the contractor shall do the followings:

- Analyze CSO NPDES permit data and related Post Construction Compliance Monitoring (PCCM) Program
 - Obtain additional permits for CSO States/EPA Regions that have not provided data, or where there are data gaps, beginning with states that have the most useful information in their permits as determined from previous data collection effort.
 - Permit and related data should be well representative for the CSO universe
 - EPA expects the contractor shall review 50-60 permits (4-5 from each CSO State), related factsheets and documents, and Post Construction Compliance Monitoring Program
- Follow the permit review process mentioned during Option I and Option II

DELIVERABLES:

- The contractor should submit a draft CSO Data Analysis Report within 4 weeks of finishing up the activities with the following information.
 - Data gaps
 - Effectiveness of CSO NPDES Program
 - Status of Post Construction Compliance Monitoring Program with the following information
 - Number of approved PCCM program
 - Effectiveness of data collection
 - Availability of PCCM data
 - Any other relevant information to determine the status of data collection
- Final CSO Data Analysis Report within 2 weeks of receiving comments on the draft report from EPA WACOR.

- EPA WACOR believes this effort will cost total:
 - ✓ PL4 = 70 LOE
 - ✓ PL3 = 100 LOE
 - ✓ PL2 = 100 LOE
 - ✓ PL1 = 40 LOE

TASK 3 – R4 GI and LID Workshops

The contractor shall support EPA Region 4 for conducting two Green Infrastructure and Low Impact Development (LID) workshops as below:

- Each workshop is expected to run from approximately 8:30 am to 4:00 pm, with a half hour registration, one-hour lunch and two 15-minutes breaks.
- Workshops will be held in the summer of 2018.
- The date will be finalized in coordination with EPA R4 and participating States.
- For Planning purpose, the contractor should consider the following locations for workshops:
 - ✓ Mobile Alabama area (Alabama); and
 - ✓ South Carolina
- EPA R4 will be finalizing the location of workshops in coordination with participating states and the contractor.
- Workshops will be held at a site to be determined
- EPA WACOR will provide final draft version of the following presentation (topics)
 - ✓ Responsibilities of regulatory agencies and developers
 - ✓ How LID is different than the current BMP design approach
 - ✓ Site design procedures
 - ✓ Design examples
 - ✓ Benefits of LID (if not included in cost presentation)
 - ✓ BMP O&M & long-term costs
- Agendas for each workshop will be the same, with the exception of case studies and local speakers.

EPA is expecting the contractor will finalize the presentation based on the expectation of EPA R4 and EPA WACOR. The presentations may be modified to address local requirements or conditions (such as local stormwater requirements, or southeastern United States). EPA is expecting the presentations will be consolidated based on the final agenda.

- The contractor will be providing a PL3 level professional for each workshop to do the presentations based on the topics above.
- The contractor will coordinate with two Guest Speakers and R4, accommodating their presentations. EPA R4 will be selecting the Guest Speakers.
- EPA R4 will set up a registration website for attendees on EPA's website.

- The contractor will also develop an evaluation form for the workshop.
- EPA WACOR will set up conference calls with the contractor, EPA R4 and States as needed to finalize the workshop as needed. For planning purpose, EPA WACOR thinks there will be 6 one-hour conference calls.
- EPA WACOR believes this effort will cost total:
 - ✓ PL4 = 40 LOE
 - ✓ PL3 = 100 LOE
 - ✓ PL2 = 100 LOE

SCHEDULE AND DELIVERABLES:

- Draft Agenda- within 5 working days of having the first conference call
- Final agenda – within 5 working days of receiving comments from EPA WACOR
- Draft presentations – Within 2 weeks of receiving the draft presentations from EPA WACOR
- Final presentations- Within 5 working days of receiving comments from EPA WACOR
- Evaluation form – Within 2 weeks of workshop

TASK 4 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
- Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

OTHER REQUIREMENTS:

Travel

The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task.

Technical Direction:

WACOR and Alternate WACOR will be providing technical direction as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

Conference/Meeting Guidelines and Limitations

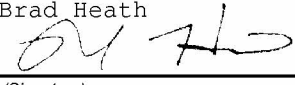
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Special Instruction

The contractor shall follow the Federal Green Policy whenever it is applicable.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays regarding DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor</p>	<p>The EPA CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall</p>

	shall provide an explanation in its Monthly Progress Report.	LOE provided under the work assignment.	result in an unsatisfactory rating in the NIH Contract Performance System.
Quality of Product/Services: The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The WACOR shall review all documents delivered under this work assignment for content accuracy.	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

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Other Agency Official Name Janita Aguirre <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-1149 FAX Number:																																																																				
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**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 2-06**

Title: Technical Support for NPDES Permit Writers' Training

Work Assignment Contracting Officer's Representative (WACOR):

David Hair (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-2287
hair.david@epa.gov

Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Janita Aguirre
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-566-1149
aguirre.janita@epa.gov

Period of Performance: July 1, 2018 through June 30, 2019

Estimated Level of Effort: 1310 hours

Background Information: The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. Development and implementation of training, guidance and outreach/communication tools are an important part of its mission.

The objective of this work assignment is to provide technical support to WPD in its continued effort to develop and implement training, guidance, and outreach/communication activities, targeting NPDES permit writers and other key NPDES program stakeholders, such as regulated point source dischargers. Training support will include the continued development and implementation of the NPDES Permit Writers' Course, as well as other training courses and training materials that promote effective and efficient implementation of the NPDES program.

Performance Work Statement: Contract Section 3.9

The administrative and technical tasks to be provided by the Contractor under this work assignment shall support management, technical and logistical tasks associated with developing training materials and delivering the NPDES Permit Writers' Training Course. The Contractor will not be involved in Agency policy or decision making.

The Performance Work Statement establishes activities, described in the tasks below, to be conducted by the Contractor in EPA FY2018 and FY2019.

Task 0: Project Management

The Contractor shall develop a Work Plan that describes the technical approach that will be used to accomplish the specific tasks listed below.

The Contractor shall provide monthly progress reports as required by the contract.

Deliverables:

1. Work Plan describing planned activities
2. Monthly progress reports

Task 1: Support for Developing and Implementing the NPDES Permit Writer's Training Course

A. The Contractor shall provide support for five 5-day NPDES permit writer courses within the period of performance. The Contractor shall provide technical and logistical support (see specific activities listed below) for developing and presenting these courses. Courses are typically limited to 50-60 participants. For planning and costing purposes, the Contractor shall assume the courses will be in the following cities; however, the specific dates and locations may be changed based on technical direction from the WACOR:

- Raleigh, North Carolina
- Washington, District of Columbia (including MD and VA suburbs)
- Baton Rouge, Louisiana
- Portland, Oregon
- Denver, Colorado

The Contractor shall support the EPA by conducting pre-course planning and administrative activities such as: course scheduling, including identifying and securing suitable meeting facilities; setting up and conducting registration activities; preparing and copying course handouts (including the course workbook); shipping course materials; and identifying and completing necessary revisions to course materials. The support activities shall be consistent with the project "standard operating procedures (SOPs)" developed under the previous WA (WA 0-06).

For planning purposes, the Contractor should assume that State or Federal meeting space will be provided at no cost for all the planned courses, with the exception of the course planned for the Washington DC area. For the Washington DC course, the Contractor shall identify and secure a meeting space at a local hotel or other conference facility with reasonable accessibility to public transportation. Prior to entering into an agreement with the hotel or conference facility, the Contractor shall coordinate with the WACOR to ensure that the rental of the meeting space is consistent with EPA policies regarding meeting space rental. The WACOR will provide approval of the meeting space selection through Technical Directive. (see “Requirements” below for additional conditions related to conferences and meetings)

The Contractor shall also conduct pre-course planning and administrative activities to support the EPA in preparing for up to two courses to be held in the latter half of CY2019. The support will include activities such as: course scheduling, including identifying and securing suitable meeting facilities, and setting up and conducting registration activities.

B. The Contractor shall modify materials used in the presentation of the NPDES Permit Writer’s Course based on edits and information provided by the WACOR. EPA estimates that materials will be revised four times during the period of performance and that revisions will be relatively minor (e.g., edits, corrections, minor updates). The NPDES Permit Writers’ Training Course materials consist of several components, including: presentation slides, an instructors’ manual, and a student workbook that cover all course modules. The Contractor shall compile, edit, and maintain all components of all course modules and the student workbook under the NPDES Permit Writers’ Training Course, including materials made available by WPD on the NPDES Permit Writers’ Course website. The Contractor shall make recommendations for the WACOR’s review and approval for editing course materials and shall ensure consistency among all training course components to allow for effective maintenance of and revisions to all training course materials.

Deliverables:

1. Four revisions to NPDES Permit Writer’s Course Workbook in to incorporate changes identified by EPA.

C. The Contractor shall provide one qualified instructor to conduct the NPDES Permit Writers’ Training Courses identified in Task 1.A. Instructors will utilize the materials and format provided in the NPDES Permit Writers’ Course SOPs. A resume presenting each proposed instructor’s knowledge and experience in the NPDES program and/or related experience that warrants consideration shall be provided with the work plan. The instructors selected by the Contractor and approved by EPA for a given course shall participate in two one-hour technical and logistical conference calls with the WACOR and other EPA or State instructors to discuss and coordinate training needs for each course offering. The instructors selected by the Contractor shall also meet with the WACOR and EPA training team staff to preview presentations and participate in practice sessions. EPA anticipates five half-day practice sessions during the period of performance.

D. Within 15-days following the completion of each course, the Contractor shall develop and provide to the WACOR a summary report on the quality, usefulness, and presentation of the training based on comments provided by course participants as reported on a course evaluation form provided by the WACOR. The Contractor shall distribute certificates of completion to course participants at the end of each workshop in-person, or via mail where necessary.

Deliverable: Summary of participant feedback and distribution of completion certificates within 15-days of course completion.

E. The Contractor shall revise the web-based presentations developed for the NPDES Basic Permit Writer's Course under previous WAs based on edits provided by the WACOR. The revisions include updates and corrections as directed by the WACOR based on user comments. Approximately 20 changes are anticipated during this period of performance. The Contractor shall use the "Articulate Storyteller" software that was used to develop the presentations. The Contractor shall continue to maintain a database file that compiles the name, affiliation, and completion date of students that submit this information through the web link following completion of the web-based training modules. The specific revisions and changes necessary to the web-based materials will be determined at a planning meeting between the Contractor and WACOR prior to commencement of any revisions.

Deliverable:

1. Modified versions of the existing web-based presentations (2 weeks after edits are provided by WACOR).
2. Database file of students that have completed the web-based training modules (monthly via email, with final record provided to the WACOR by June 30, 2019)

F. EPA (in partnership with USGS) has recently developed new tools that assist in the calculation of critical stream flows for use in water quality modeling. EPA/USGS are currently developing a Users' Guide and EPA will develop step-by-step instructions to explain how NPDES permit writers can use the new tools.

During the previous Period of Performance, the Contractor developed a draft of web-based NPDES training materials explaining how NPDES permit writers can utilize the new tools for calculating critical flow statistics. The training materials were developed to follow the format/style of the existing on-line modules (<https://www.epa.gov/npdes/npdes-training#writers>) and to be incorporated into the existing on-line set of training modules for new permit writers.

The draft materials consist of 8-10 new slides with 20-30 minutes of scripted narration. For this Period of Performance, the Contractor shall edit the recorded materials and ensure that the audio and presentation format are consistent with existing NPDES web-based training materials, and shall deliver a final version of the materials for posting to the EPA training web site.

Deliverables:

Final draft of the web-based training materials (within 2 weeks following receipt of comments from the WACOR)

Additional Requirements:Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the Contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in MS Word as requested by the WACOR. The Contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The Contractor shall be prepared to submit for inspection copies of all work in progress any time as directed by the WACOR. The Contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All electronic media submitted to the WACOR shall be scanned for, and identified as free from viruses.

The Contractor shall submit drafts and final products in hard copy as well as on the appropriate electronic media in a format compatible with Water Permits Division hardware.

Travel

This work assignment requires travel. Specifically, one Contractor representative will be required to travel to the 5-day NPDES courses in Raleigh, North Carolina, Baton Rouge, Louisiana, Portland, Oregon, and Denver, Colorado. Additionally, some local area travel may be necessary to attend the DC-area course, and to attend meetings with the WACOR.

All out-of-town travel shall be approved in advance by the CL-COR and shall be in accordance with the contract.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Conference/Meeting Guidelines and Limitations

The Contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the Contractor when appropriate signatures have been obtained. At that point, effort can proceed for

the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Quality Assurance Statement

A quality assurance project plan (QAPP) is not required for Tasks 1 of this project because it does not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

Deliverable	Schedule
Task 0 (1). Project Work Plan	In accordance with contract requirements
Task 0 (2). Progress reports	Monthly
Task 1A (1). 5-Day Basic Permit Writers' Course – Raleigh, NC	September 2018 (TBD)
Task 1A (2). 5-Day Basic Permit Writers' Course – Washington DC area (DC-MD-VA)	November/December 2018 (TBD)
Task 1A (3). 5-Day Basic Permit Writers' Course – Baton Rouge, LA	February/March 2019 (TBD)
Task 1A (4). 5-Day Basic Permit Writers' Course – Portland, OR	April/May 2019 (TBD)
Task 1A (5). 5-Day Basic Permit Writers' Course – Denver, CO	May/June 2019 (TBD)
Task 1B (1). Permit Writers' Course Workbook Revisions.	Four revisions completed by 06/30/2019
Task 1D. Summary of participant feedback and distribution of completion certificates	15 days after the delivery of each course.

Deliverable	Schedule
Task 1E (1). Revised versions of web-based training materials posted to the EPA web site.	Within 2 weeks of receipt of EPA edits to existing materials.
Task 1E (2). Database file of students that have completed the web-based course modules.	Monthly via email, with database file provided to WACOR by 06/30/2019.
Task 1F (1). Final draft of web-based training materials	Within 2 weeks following receipt of comments from WACOR

QUALITY ASSURANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The Contractor shall identify to the WACOR any delays about deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The Contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The Contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the Contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The Contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the Contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the Contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the Contractor's ability to control the situation. If EPA determines that the Contractor failed to control cost, the Contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost over run of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the NIH Contract Performance System.</p>
Quality of Product/Services: The Contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the Contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the Contractor, EPA may determine that the cost associated with redoing the work shall be borne by the Contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-08				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 2			Title of Work Assignment/SF Site Name Construction and Grants Mgmt				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2018 To 06/30/2019				
Comments: The contractor shall not commence work on this work assignment until 7/1/2018.										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Frances Josephs							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-9541			
							FAX Number:			
Project Officer Name Robin Danesi							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div> _____ (Signature) </div> <div>6/30/2018 _____ (Date)</div> </div>							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 2-08**

Title: Construction and Grant Management Evaluation of Special Appropriations Act Projects

Work Assignment Contracting Officer's Representative (WACOR):

Frances Josephs
US EPA
OWM (4204M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
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josephs.frances@epa.gov

Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Jamelya Curtis
US EPA
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Period of Performance: July 1, 2018 through June 30, 2019

Background

From Fiscal Year (FY) 1992 through FY 2010, Congress appropriated funding for over 3,900 identified State and Tribal Assistance Grants (STAG) earmarked for water-related infrastructure construction projects. These projects have resulted in significant water quality benefits. However, STAG project administration continues to challenge both EPA Regions and Headquarters due to resource requirements needed to award, manage, and evaluate these projects. In order to address this need, the FY 2001 Appropriations Act (P.L. 106-377) contains a provision that allows EPA to set aside up to three percent of the amount of each post FY 2000 STAG project to fund the management and oversight of these projects. Through this provision, EPA uses contractor support to evaluate post FY 2000 STAG projects for compliance with the conditions of their EPA grant and for consistency with their work plan.

Objective

The objective of this work assignment is to evaluate post FY 2000 STAG projects on-site and/or remotely. The on-site evaluations (Task 1) are intended to assess physical progress of construction and evaluate the grantee's compliance with the conditions of their EPA grant and work plan. Procurement reviews (Task 2) are intended to evaluate a grantee's established procurement system or the compliance of specific procurements with EPA regulations and

Disadvantaged Business Enterprise (DBE) rules. Financial management reviews (Task 3) are intended to evaluate compliance with EPA's cost principles and the statutory cost-share requirement. Environmental review support (Task 4) and NEPA decision compliance monitoring of post FY 2000 STAG projects are to be performed as requested by the EPA Regions.

The secondary purpose of this work assignment is to provide technical support to grantees related to STAG project management and oversight. Grantees may need troubleshooting and technical assistance during the course of the project.

The following deliverables are anticipated during the entire Option Period 2. The contractor is not to exceed the anticipated number of reviews without a formal amendment and direction from the EPA WACOR. Please note that the reviews could fall under any applicable tasks 1 through 4.

R4: 14 reviews

R5: 5 reviews

R6: 5 reviews

R9: 14 reviews

Task Detail

Task 0: Work plan and Budget Development

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause, B.2 WORK ASSIGNMENTS (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); (c) a detailed estimate of travel expenses; and (d) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress reports and financial reports which shall conform to the requirements particularized to the REPORTS OF WORK clause in the contract.

In addition, a monthly LOE by task per Region template in the form of an excel spreadsheet will be provided by the WACOR prior to the issuance of the first invoice from the contractor, in order to track the actual work performed.

Task 1: Conduct On-site Project Evaluations

The contractor shall perform site visits for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter on-site evaluation (OSE) requests into a shared online file. Technical direction to schedule and perform OSEs will be provided once when this Work Assignment 2-08 is issued, and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer. After performing the requisite conflict of interest review, the contractor shall make arrangements to conduct a site visit for the assigned projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented

and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an OSE, the contractor shall review the appropriate grant and construction documents and conduct a walkthrough of the project site. The contractor shall complete the review using the standard evaluation form (Attachments 1 and 2)¹ during the site visit. The completed evaluation form, accompanied by a cover letter highlighting key finding and recommendations, shall be considered the evaluation report that is the required deliverable for this task.

No more than two site visits shall occur for a given project under this Work Assignment, unless specifically directed by the work assignment contracting officer representative (WACOR). Likewise, site visits should not be scheduled within six months of the date of the previous OSE (under this Work Assignment or the previous one), unless specifically directed by the WACOR.

The contractor shall try to minimize travel costs by utilizing appropriate staff from contractor offices (main, branch, or other) in general proximity to the state locations. The contractor shall also group evaluations into one trip to the extent practicable.

Evaluations shall typically be one work day in length at the project site and should be performed by engineers (Professional Engineers or Engineers-in-Training) where feasible. Additional time shall be estimated for scheduling visits, travel to and from the project site, and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 1: An evaluation form (i.e., the standardized evaluation coversheet plus the on-site review insert) shall be completed for each OSE. (Note: in cases where two different reviews are performed together, i.e. an on-site review together with a financial management review, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after the date of the OSE. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

Task 2: Conduct Procurement Reviews

The contractor shall evaluate procurement systems and procurement actions for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter procurement review (PR) and procurement system review (PSR) requests into a shared online file. Technical direction to schedule and perform PRs and PSRs will be provided once when this Work Assignment 2-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

¹ The contractor should be prepared for slight modifications to the evaluation form over the course of the WA based on feedback from the contractor, project officers, and grantees.

PR/PSRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote PRs, the contractor shall initiate the PR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site PRs, the contractor shall notify the grantee of the PR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During a PR/PSR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 3).² Evaluations shall typically be one half to one full work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 2: An evaluation form (i.e., the standardized evaluation coversheet and all applicable PR/PSR inserts) shall be completed for each PR/PSR. (Note: in cases where two different reviews are performed together, i.e. an OSE together with a PR/PSR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table with an explicit list of key findings for each PR/PSR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall directly and completely describe the deficiencies encountered. Summary tables should be 1-2 pages in length in most cases (allowances will be made in circumstances where there are numerous contracts) and include regulatory references. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 3: Conduct Financial Management Reviews

The contractor shall review financial management of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter financial management review (FMR) requests into a shared online file. Technical direction to schedule and perform FMRs will be provided once when this Work Assignment 0-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

² The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

FMRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote FMRs, the contractor shall initiate the FMR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site FMRs, the contractor shall notify the grantee of the FMR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an FMR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 4).³ Evaluations shall typically be one quarter to one half a work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 3: An evaluation form (i.e., the standardized evaluation coversheet and FMR insert) shall be completed for each initial FMR.⁴ (Note: in cases where two different reviews are performed together, i.e. an OSE together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer for comment as soon as possible, but no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table for FMRs that clearly shows pertinent grant financials and key findings for each FMR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall clearly and completely describe any deficiencies encountered. Summary tables should be 1-2 pages in length in most cases. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 4: Environmental Review Support

The contractor shall assist with the environmental review and NEPA decision compliance monitoring of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter environmental review (ER) requests into a shared online file. Technical direction to schedule and perform ERs will be provided once when this Work Assignment 2-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans,

³ The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

⁴ Only one full deliverable is required per grant per option period. The deliverable for follow-up FMR requests for the same grant will be a summary sheet only, unless otherwise directed by the EPA WACOR.

etc.) will be uploaded by the project officer to a shared online folder. The contractor will request a copy of any other necessary documentation directly from the project officer.

ERs should be done remotely, but may be done on-site with permission from the WACOR. For remote ERs, the contractor shall initiate the ER using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site ERs, the contractor shall notify the grantee of the ER when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

In providing ER support, the contractor may be asked to perform any or all of the following tasks to support EPA's development, issuance, and/or implementation of a National Environmental Policy Act (NEPA) determination:

- prepare or review/evaluate assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs), draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;⁵
- analyze information regarding potential impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- review/evaluate documents such as: environmental studies and assessments, environmental audits, license and permit applications, and environmental management plans prepared by other federal agencies or license/permit applicants;
- prepare or review/evaluate field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- review/evaluate statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc.), and reports on such analyses (e.g., analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc.);
- conduct literature surveys and communicate⁶ with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from "cross-cutter" agencies, as appropriate;
- prepare or review public notices, summaries of public comments received, and proposed responses to public comments.

⁵ EPA's NEPA compliance responsibilities include the "cross-cutter" statutes, i.e., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland (see Attachment 5).

⁶ The contractor shall document all communications with any Federal/ State/Local agencies, copy the project officer on all written communications, and invite the project officer to participate in any telephone conversations or in-person meetings.

- monitor construction of SAAP projects to ensure/facilitate compliance with mitigation measures developed to comply with NEPA and cross cutter laws, including on-site construction activity monitoring by (a) certified archaeologist(s) to ensure tribal artifacts and/or remains discovered during construction are dealt with in accordance with SAAP grant conditions, NEPA decisions, and/or MOUs/MOAs between EPA, recipients and/or other Federal agencies.

No legal services shall be performed under this work assignment unless prior written approval of the Office of General Counsel is received.

The basic NEPA compliance requirements are contained in:

- National Environmental Policy Act of 1969, 42 U.S.C. 4321, as amended
- Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 CFR Part 1500, as amended
- EPA Regulations for Implementing NEPA, 40 CFR Part 6

A complete list of statutes, regulations, Executive Orders, and guidance documents relevant to ERs of EPA grants is provided in Appendix 5.

Deliverables for Task 4: The deliverables for Task 4 will vary by grant and may include: an EID, a draft EA,⁷ a draft FNSI, a draft CE, a report on an assessment/study/assessment reviewed or performed by the contractor, copies of concurrence letters from cross-cutters, etc. The deadline for each deliverable will also vary by grant. ERs must proceed in a timely and orderly fashion, but given the uniqueness of every ER and the need to coordinate with multiple parties (e.g., the grantee, the project officer, cross-cutter agencies, etc.) deadlines will be set on an assignment-by-assignment basis with input from the contractor.

The contractor shall maintain an administrative record of all pertinent documents related to preparation of all work done under this task. All reports, studies, articles, records of telephone conversations with experts, etc., shall be provided to the project officer upon completion of each ER.

Task 5: Grantee Technical Support and Troubleshooting

The contractor shall provide technical support and troubleshooting expertise to grantees on subject matter areas covered during the course of the evaluations, if requested. The purpose of this technical support and troubleshooting is to improve grantees' understanding of the items being reviewed so that the evaluations can be completed appropriately. Examples of technical support and troubleshooting may include identifying federal requirements (e.g., for procurement), organizing project documentation, and properly counting invoices. This list is not exhaustive and is provided to illustrate typical issues that may arise during, or as a result of, an evaluation. For estimating purposes, it is expected that the contractor shall provide technical support and troubleshooting expertise amounting to no more than 5% of the total evaluation time allocated under Tasks 1 through 3 of the work assignment.

⁷ See Attachment 6 for a sample table of contents for a draft EA.

Deliverables for Task 5: Any technical or troubleshooting support shall be noted in the evaluation report for the project required under Tasks 1 - 3 of this work assignment, as well as in the monthly progress report.

Task 6: Work Assignment Progress Meeting and Progress Reports

The contractor shall have a monthly call with the WACOR to ensure that any problems related to Tasks 1 - 3 are quickly identified, discussed, and corrected with minimum delay and to minimize potential misunderstandings. The monthly calls shall range from thirty (30) minutes to one hour in length and shall typically be held on the third Thursday of the month barring any scheduling conflicts (calls can be rescheduled to another day in the same month that is convenient for both the WACOR and the contractor).

The contractor shall also provide a quarterly progress tracking and summary that lists the assigned projects, evaluations scheduled and performed, any technical or troubleshooting support provided, and a listing of completed evaluation reports. A master list of all evaluations completed by the contractor shall be maintained separately, but should assimilate all new information from each Quarterly Report.

Deliverables for Task 6: Quarterly progress tracking and summary reports for this work assignment are due by:

- September 30, 2018
- December 30, 2018
- March 30, 2019

The master list should be provided at the conclusion of the Work Assignment.

Task 7: Transitional Support

In the event that the contract will end with the contractor, the contractor will prepare a set of transitional materials so that work can proceed regardless of who is providing the services. Transitional materials could include, but will not be limited to preparation of standard operating procedures, checklists that detail various oversight responsibilities, or a reference guide detailing the project manager's responsibilities. Specific deliverables will be based on logistical discussions between the contractor, WACOR, and alternate WACOR, and will be assigned via technical direction.

Additional Requirements

Travel

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

Government Furnished Data

The WACOR shall provide the contractor access to, and copies of, relevant reports, regulations, papers, and guidance/training materials published by the Agency or produced by other contractors working on behalf of the Agency.

Quality Assurance Surveillance Plan

This work shall be conducted under the contractor's existing Quality Management Plan and does require a Quality Assurance Project Plan, which was originally developed under WA 1-08 in November 2017. The requirements do include environmental measurements, etc., therefore this supplement Programmatic Quality Assurance Project Plan (PQAPP) is required. All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: management and communications, cost management and control, and quality of product/service.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-11								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 2	Title of Work Assignment/SF Site Name Blending Rulemaking								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/01/2018 To 06/30/2019								
Comments: The contractor shall not commence work on this work assignment until 7/1/2018.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Mohammed Billah							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-2228			
							FAX Number:			
Project Officer Name Robin Danesi							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1846			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature) 6/30/2018 (Date)							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 2-11**

TITLE: Support for Blending Rulemaking and Integrated Planning

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2228
billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Lisa Biddle
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 566-0350
biddle.lisa@epa.gov

PERIOD OF PERFORMANCE: July 1, 2018 through June 30, 2019

ESTIMATED LEVEL OF EFFORT: The estimated level of effort (LOE) for this work assignment is 7,250 hours.

OBJECTIVES: This Work Assignment provides support to the blending rulemaking and integrated planning work for the WPD.

SCOPE OF WORK

TASK 1 – Stakeholder Engagement Support for the Blending Rulemaking

Task 1A: Outreach and Engagement

The contractor shall support EPA in stakeholder engagement efforts regarding the blending rulemaking. This will involve developing materials to educate the public and stakeholders on publicly owned treatment work (POTW) operations and wet weather operational considerations. It will also involve supporting outreach to stakeholders and the public on specific blending-related topics.

This task will also include organizing teleconference, webcasts, and in-person engagement sessions, writing agendas and notes from meetings and generating documents for the rulemaking record.

For planning purposes, the contractor can assume 4-6 teleconferences, 1-4 webcasts, and 1-3 one to two-day in person meetings in Washington, DC; in addition to 1-2 meetings at EPA Regional offices. Associated activities for these meetings will include agenda preparation, logistics planning, meeting materials preparation (e.g., name tags, placards, sign in sheets, handouts), meeting facilitation, and meeting notes or transcripts.

This task will also include synthesizing materials submitted to EPA through the outreach efforts which could include example permitting approaches, relevant technologies, and public health data.

This task will also include simple website support for creating materials to be posted on EPA's website like simple graphics or videos from webcasts.

Content and publications that will be added to EPA's website must be compliant with agency standards, including 508 accessibility, metadata, and other published EPA standards and requirements.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 10 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 10 days of receipt of EPA comment.

Task 1B: Public Listening Sessions Support

The contractor shall support the planning and execution of one public listening session to help inform the blending rulemaking. The meeting will include a brief background presentation by EPA (providing the public with information regarding the rulemaking). The contractor shall provide meeting facilitation and note taking. In addition, the contractor will help with pre-meeting planning and logistics.

For the purposes of the contractor cost estimate, contractor can assume EPA will secure government meeting space, so the contractor will not need to reserve a meeting room or equipment. For the purpose of the cost estimate, the contractor can assume the public meeting will be held in EPA's headquarters building. The meeting will be held for approximately four to eight hours. The contractor should plan to provide note taking and general logistical support, meeting facilitation support, and transcription support. EPA is targeting September 2018 for the meeting, though this may be adjusted to another date before it is finalized. The contractor shall help prepare meeting materials (e.g., name tags, placards, sign in sheets, handouts).

After the meeting the contractor shall provide meetings notes synthesizing the major points made by each stakeholder group and the public during the meeting. The contractor shall also provide an official transcript from the meeting that will be entered into the rulemaking docket.

DELIVERABLES:

- Contractor shall provide meetings notes within 10 days of the public meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment. Revised drafts shall be provided within 5 days of receiving EPA comments.
- Contractor shall provide the official meeting transcript within 10 days of the meeting.
- The contractor may be asked to help prepare and print meeting materials to be distributed to public meeting attendees.

TASK 2 – Technical Development Document Support for the Blending Rulemaking

The contractor will support the development of a Technical Development Document (TDD) that supports the blending rulemaking. In support of this task the contractor will review existing data provided by EPA from past research and outreach related to wet weather flow management and related efforts across the agency. The contractor will also conduct a literature search regarding technologies tested by, and/or used by, municipalities to manage wet weather flows and maximize treatment of wastewater under wet weather conditions.

Data collection will include compiling information on the cost and performance of various treatment technologies and other wet weather management solutions (such as storage at the treatment plant).

All data collection is expected to be secondary data, EPA does not anticipate doing a survey or sampling to support this rulemaking.

The contractor will develop a draft TDD outline within 10 days of meeting with EPA to discuss the literature and data search results. A revised outline shall be provided within 5 days of receiving EPA comments.

DELIVERABLES:

Contractor shall provide draft TDD prior to the end of the POP. The contractor can anticipate two rounds of revisions to TDD sections, based on EPA review and comment. Revised drafts shall be provided within 10 days of receiving EPA comments.

TASK 3 – Regulatory Analyses and Cost Analyses for the Blending Rulemaking

The contractor shall support the development of an ICR, analysis of costs (economic analysis), and analyses to support the determination of applicability for the executive orders and statutes identified in the action development process.

DELIVERABLES:

- Contractor shall prepare for and participate in meetings/calls with EPA to discuss analyses within five days of receiving technical direction from WACOR.
- Contractor shall provide draft analyses within three weeks of meeting with EPA regarding scope and assumptions.

TASK 4 – Blending Rulemaking Public Comment and Comment Response Support

Support to respond to public comments may include, but is not limited to, the following activities: reviewing, assessing, and compiling public comments; supporting coding of comments and entering them into a database that can be used by all appropriate personnel that will be developing or reviewing comment responses; compiling information that will be used to develop responses to comments; and drafting and revising responses.

Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

At this time, EPA anticipates that comment response efforts will begin under the period of performance for this contract, but they will not be completed. Activities that may occur during this period of performance are likely to include: summarizing significant comments received, coding public comments, and entering comments into a database. Limited work may be requested on responding to comments during this period of performance as well, subject to rulemaking schedule.

DELIVERABLES:

- The contractor shall prepare a summary of significant comments received within two weeks of the close of the public comment period.
- Based on technical direction from EPA, the contractor will be asked to propose a coding scheme for public comments.

- Based on technical direction from EPA, the contractor will be asked to organize all public comments received into a comment response database, or other format agreed upon with EPA. This shall be delivered to EPA within four weeks of EPA's approval of the proposed coding scheme.
- Based on technical direction from EPA, the contractor may be asked to begin developing responses to comments.

TASK 5 – Blending Rulemaking Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the docket's requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR quarterly and one month prior to the planned final rule signature date. The record documents and index are to be delivered to the WACOR upon completion of the Work Assignment or when directed by the WACOR in writing.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that has been identified by EPA since the proposal. For the purpose of the contractor's cost estimate, the contractor can assume 100 hours of support will be needed related to updating record items from proposal and/or generating new items for the record under this task during the period of performance.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as directed by EPA based on public comments, within 10 days of receiving direction from EPA.
- The contractor shall submit draft new record items within 15 days of receiving direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 5 days of receiving EPA's review comments.

TASK 6 – General Technical Support for the Blending Rulemaking

Following written technical direction from the WACOR the contractor will, from available data or that provided by EPA, assemble information, create and/or modify

documents, and perform analyses related to the blending rulemaking. The contractor may support EPA in preparing or gathering data for presentations at conferences, summarizing data to brief management, revising work products previously developed by EPA or its contractors, developing questions and answers or FAQs for publication on EPA's website, attending meetings, or preparing materials and participating in meetings, conferences, and workshops to support EPA's rulemaking effort. The contractor may also produce materials such as reports, brochures, or other presentation materials. Some items (e.g., short documents and/or research efforts) may be required with quick turnaround times of 1-5 days.

For the purpose of developing a cost estimate, the contractor can assume 10-15 quick turnaround items requiring 8 hours of support and 4-6 other technical support items requiring approximately 20 hours of support each.

DELIVERABLES:

Deliverable schedules will be established through written technical direction.

TASK 7 – Integrated Planning Technical Assistance

EPA has provided community based technical assistance to several communities to support aspects of integrated planning for wastewater and stormwater management. Draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will assist EPA in publishing the reports, including ensuring 508 compliance. The contractor will also assist with development of presentation materials based on the reports. The contractor may support EPA's integrated planning efforts by collecting and summarizing policy and permitting data, revising work products previously developed by EPA or its contractors, and developing outreach materials as needed.

DELIVERABLES:

The contractor will deliver final reports ready for web posting within 2 weeks of receiving reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final reports shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR. Other deliverable schedules will be established through written technical direction.

TASK 8 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work

needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for:
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, state agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly

progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

Section 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

Conference/Meeting Guidelines and Limitations:

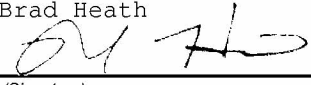
The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Special Instruction:

The contractor shall follow the Federal Green Policy whenever it is applicable.

QUALITY ASSURANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays regarding DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory." If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>

<p>Quality of Product/Services: The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>
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EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-12																																																																					
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:																																																																					
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Work Assignment Manager Name Heidi Faller <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-1089 FAX Number:																																																																				
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**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 2-12**

TITLE: Technical Support to OWM's Decentralized Wastewater Program

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Name: Heidi Faller Phone: (202) 566-1089 Fax: (202) 501-2397 faller.heidi@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460-0001	<u>Courier Address</u> U.S. EPA Office of Wastewater Management WJC East Building Room #7225B 1201 Constitution Avenue, NW Washington, D.C. 20004
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Name: Zachary Lowenstein Phone: (202) 564-0360 Fax: (202) 501-2397 lowenstein.zachary@epa.gov	U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460- 0001	U.S. EPA Office of Wastewater Management WJC East Building Room #7225D 1201 Constitution Avenue, NW Washington, D.C. 20004
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PERIOD OF PERFORMANCE: July 1, 2018 through June 30, 2019

ESTIMATED LEVEL OF EFFORT : 480 hours

BACKGROUND: Communities across the U.S., large and small, rural and urban, face significant water quality and public health problems from onsite/decentralized wastewater systems (commonly called septic systems). One of the greatest challenges that small and rural communities face is the improper operation and maintenance of septic systems, leading to system malfunctions. In 1997, EPA published a *“Response to Congress on the Use of Decentralized Wastewater Treatment Systems.”* EPA concluded that these systems can provide protection of the environment and public health at lower costs and are suitable for differing site conditions and ecologically sensitive areas. Several major impediments were observed for improving the system's acceptance, such as lack of awareness and public misperception of decentralized systems. Approximately 20 percent of all U.S. households (or 1 in 5 homes) and 16 percent of new housing units are served by individual decentralized systems, according to the *2015 US Census Bureau's American Housing Survey (AHS)*. About half of the existing decentralized

systems are more than 30 years old, also per the AHS. The population is increasing and shifting geographically in areas that are least prepared to meet the demand. Protecting and preserving the nation's water infrastructure is critical to our economic future, human health and fulfilling the mandates of the Clean Water Act (CWA). Decentralized wastewater systems can be protective of public health and water quality if they are properly planned, sited, designed, installed and maintained.

EPA issued a Program Strategy for the Decentralized Wastewater Program on January 12, 2005 for improving the performance of decentralized wastewater treatment systems. This strategy identifies EPA's vision, mission and actions to improve the performance of decentralized wastewater treatment systems. One of the components of the Program Strategy is a Memorandum of Understanding (MOU) between EPA and organizations involved in managing decentralized wastewater systems. The MOU is intended to upgrade the professionalism within the industry and facilitate collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this area, leading towards efforts to improve system performance and education of the users of these systems.

The original MOU was created in 2005 to improve the overall performance and management of decentralized systems through facilitated collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this industry. The MOU was renewed for the fourth time in November 2017, with the total number of MOU Partners at eighteen. These MOU partners have effectively worked together to facilitate information exchange on system technology, collaborate on training efforts, promote public awareness on septic system care and maintenance, and produce materials on decentralized systems.

The contractor must be experienced in facilitating groups to accelerate the adoption and promotion of results-oriented actions through building agreements on high-level goals, guiding principles, and overarching strategy. The contractor shall have expertise in creating an even-handed and transparent process that holds parties to an agreement with meaningful principles and strategies that will lead to action. The contractor will utilize and implement products developed by the previous contractor. The contractor must be experienced in outreach and marketing to assist with implementing EPA's public awareness strategy using the partner organizations' outreach networks. The contractor must have expertise in decentralized wastewater management issues and technologies, including experience in the planning, development, roll-out and strategies associated with marketing materials for SepticSmart Week and SepticSmart materials for website display. The contractor must also have experience in conducting meetings with the MOU Partners and facilitating communication with them to obtain input on products and produce final materials.

PURPOSE AND OBJECTIVE: The focus of this project is to provide technical support for the program activities associated with OWM's Decentralized Wastewater Program. The program goals include: to facilitate collaboration and communication between EPA and the partner organizations of the Memorandum of Understanding (MOU) involved in managing decentralized wastewater systems (commonly referred to as septic systems); to plan, prepare and develop marketing materials, schedules and activities for SepticSmart Week 2018 and 2019; to provide graphic and editing support on draft EPA documents such as the Decentralized Demonstration

Project Compendium; to provide strategic support to EPA and its partners to develop and execute a workplan to achieve the Partners 2017-2020 Priority Goals; and to support the other activities and goals of EPA's 2005 Decentralized Program Strategy. This project supports the Clean Water Act (CWA) and is funded by the Office of Water, Office of Wastewater Management, Water Infrastructure Division, Sustainable Communities and Infrastructure Branch.

SCOPE OF WORK

The WACOR expects that the contractor will perform routine facilitation and support tasks for the EPA Decentralized Wastewater MOU Partnership. Examples of these tasks include, but are not limited to: agenda development for conference calls and meetings; scheduling conference calls or meetings with partners and EPA staff; planning conversations between EPA staff and partnership members; facilitation of conference calls, meetings or webinars; distribution of background and conference call materials; coordination of presentations for conference calls, meetings or webinars; distributing updated materials to partnership members; providing updates of informational materials based on partner or EPA staff input; maintaining and updating a contact list of MOU partner contacts; preparing meeting summaries from conference calls or meetings, including next steps, assignments, decisions made and schedules; identifying updated materials to add to the website or providing suggestions on location and display of information on the website; performing research, collation and/or compilation of data and information for fact sheets, position papers or brochures; data and information analysis for papers and presentations; writing and editing drafts of papers and presentations, including developing graphics, formatting and graphic design; and maintaining partnership communication materials such as event calendars, input for newsletters and designing materials for display on partners websites. Further clarification to any of the below tasks will be provided by the WACOR via written technical direction to the contractor.

TASK 0: WORK ASSIGNMENT MANAGEMENT

The Contractor shall develop a Work Plan that describes the technical approach that will be used to accomplish the specific tasks listed below.

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from the WACOR and/or AWACOR for all ongoing tasks. The contractor shall provide a monthly progress report that includes: implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks; progress made as listed by individual task; tracking of expenditures; hours expended by task, including budgeted hours, current and total hours used; and any other administrative activities, as requested.

The Contractor shall select a service provider or team to act and provide services as described in the PWS in consultation with the Contract-Level Contracting Officer's Representative (CL-COR) and WACOR. The dispute resolution professional shall have the following experience, skills, knowledge or educational background: The contractor must be experienced in facilitating groups to accelerate the adoption and promotion of results-oriented actions through building agreements on high-level goals, guiding principles, and overarching strategy. The contractor shall have expertise in creating an even-handed and transparent process that holds parties to an

agreement with meaningful principles and strategies that will lead to action. The contractor will utilize and implement products developed by the previous contractor. The previous products will be delivered to the contractor via e-mail and at the WA kickoff meeting by the WACOR. The contractor must have expertise in decentralized wastewater management issues and technologies, including experience in the planning, development, roll-out and strategies associated with marketing materials for SepticSmart Week and SepticSmart materials for website display.

A “Kick off” meeting will be scheduled for the contractor to meet with the WACOR and other OWM project personnel to discuss goals to accomplish the work assignment. The WACOR will provide material at this meeting on the Decentralized Program and the partner organizations involved in the MOU. The contractor shall schedule all key personnel who shall participate in the project to this “kick-off” meeting via conference call, within five (5) business days after the work assignment is issued.

The contractor shall submit a work plan in accordance with the requirements of this contract. The work plan shall include:

- Procedures for substitution of labor categories in the event of temporary or permanent personnel changes.
- Outline of quality assurance/quality control procedures for deliverables.
- Information on Conflict of Interest checks for the proposed provider.
- Budget information by option period in projects that will phased over a longer period of performance.

The prime contractor shall be responsible for oversight of deliverables on this Work Assignment and shall be responsible for transmission of monthly reports and invoices as required by the contract.

For all tasks, the contractor will provide all source files, original images and content in the appropriate software format to EPA with final deliverables. All file deliverables, both draft and final, shall be in EPA accessible software. The contractor shall print certain materials as requested by the WACOR, under definition of “desktop publishing” (definition from 1552.208-70). The contractor must be familiar with the EPA's Office of Public Affairs (OPA) guidelines, standards, best practices, technical requirements for website design and publications and all deliverables should comply. OPA’s guidelines can be found at: <http://yosemite.epa.gov/OEI/webguide.nsf/homepage>

Deliverables: Work plan describing planned activities. Monthly progress reports.

TASK 1: Facilitation

The contractor shall facilitate all plenary sessions, subcommittees, workgroups, conference calls or web communications meetings. As facilitator, the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible--towards the goal of the process.

The contractor shall not interpret EPA policy on behalf of the EPA or make decisions on items of policy, regulation or statutes. The contractor shall provide or arrange for the participation of subject matter specialists, panelists or presenters necessary to the goal of the project. In reaching out to these outside parties, the contractor shall identify themselves as contractors to EPA and not as EPA employees.

As directed by the WACOR, the contractor shall participate in a post-process debriefing with EPA officials, including the CL-COR, WACOR and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.

Deliverables: Meeting notes fifteen (15) business days after each meeting or call.

TASK 2: Meetings and Conference Calls

Subtask 2A: Decentralized MOU Partnership

The contractor shall attend and conduct regularly scheduled conference calls (up to six (6) annually) of the full Decentralized MOU Partnership which includes developing agendas based on partner input, facilitating discussions during the meeting, developing and distributing meeting minutes, and keeping partner representatives engaged. The contractor shall follow up on identified action items following the meeting or conference call to ensure all appropriate actions are taken within a reasonable time frame. The contractor shall complete a draft of the meeting summary notes within five (5) business days for EPA review. **Meeting notes, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

The contractor shall communicate in person, by phone or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the next meeting. The contractor shall keep confidential that information which parties specify as confidential.

Deliverables: The contractor shall provide a draft agenda for the MOU Partnership conference call two weeks prior to the meeting, and a final agenda one week prior to the meeting. The contractor shall provide draft meeting summary notes five (5) business days after meeting has completed.

Subtask 2B: Team Conference Calls

The contractor shall attend weekly team conference calls with the WACOR and other EPA staff as appropriate. No weekly phone calls will be required in weeks of no substantive work. The contractor will prepare an agenda, including a list of ongoing action items to EPA one (1) day prior to the weekly call.

Deliverables: The contractor shall send action items from weekly team conference calls/meetings via email within two (2) business days of call/meeting. The action items will identify the product/deliverable, date delivered to EPA, due date (if applicable) and next steps.

TASK 3: Product Development

The contractor shall support the development of 4 – 6 products identified via written technical direction from the WACOR which may include, but are not limited to, fact sheets, case studies, summaries, gap analyses, data visualizations, infographics, position papers, articles, etc. by drafting material and obtaining comments on draft documents. **All products, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

Deliverables: The contractor shall develop two drafts and one final draft with input from all partners for each of the developed products. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

Subtask 3A: Product Management

The contractor shall also identify ways to improve product management, including the development of templates, chart and reports to improve operations and centralized storage of developed materials. The contractor may assist with the organization of products on EPA's OneDrive, including organization of current products, SepticSmart Week products, and historical documents developed by the contractor, EPA staff, MOU Partners and workgroups.

Deliverables: For all new products, the contractor shall develop two drafts and one final draft with input from the WACOR and Decentralized team. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate. The contractor shall provide weekly updates to WACOR as appropriate.

TASK 4: Webcast Series

The contractor shall support the development, scheduling, and presentation of quarterly webinars (up to four per year) identified in written technical direction from the WACOR and shall collect, develop and distribute related materials to be determined by the partners. As directed by the WACOR, the contractor may be requested to make existing pre-recorded webinars 508-compliant.

Deliverables: The contractor shall record each webcast and provide the appropriate 508-compliant files for the webcast to be made available on the EPA website. It is expected that all final deliverable materials will meet the respective OPA guidelines, as appropriate. The contractor shall send all final webinar materials within seven (7) business days of webcast.

TASK 5: Workgroups for MOU Partnership Priorities

The WACOR shall provide the contractor with written technical direction to initiate support to workgroups on the six (6) Decentralized MOU Partnership priorities. The contractor shall attend and participate in the scheduled conference calls for the (6) workgroups. The agendas and actions of the calls will be directed by the leads for each workgroup. The contractor shall coordinate with the lead person for each workgroup to encourage forward progress, keep track of actions items and provide and communicate milestones to the lead, workgroup members and

WACOR. The contractor will perform support to the workgroup on specific tasks and actions, per consultation and direction from the WACOR.

Deliverables: The contractor shall provide conference call meeting summary notes five (5) business days after each meeting has completed.

TASK 6: Key Partners

In consultation with the WACOR, the contractor shall contact key MOU partners and affiliates or new organizations to discuss the technical or substantive issues involved in preparing for the MOU or Workgroup meetings, timing, schedule, and other parties potentially involved. The contractor may distribute background information provided by the WACOR on the issues or process.

Deliverables: The contractor shall provide weekly updates to WACOR as appropriate.

TASK 7: SepticSmart Week 2018 & 2019

The contractor shall support the planning and tracking of metrics for SepticSmart Week. Support also includes preparation, development, and marketing of outreach materials, including graphics, for the SepticSmart program and SepticSmart Week, September 17-21, 2018. Materials include, but are not limited to, tracking sheets, PowerPoint presentations, brochures, factsheets, user guides, PSAs, articles, curriculum, YouTube videos, press releases, etc. The WACOR will provide technical direction outlining the exact documents to be developed by the contractor. The contractor shall identify expert content from the <https://www.epa.gov/septic> website and work with the WACOR to identify or create new content for use in the SepticSmart week materials. The contractor shall review previous SepticSmart materials and provide recommendations and ideas for creating new products to the WACOR. Content design and development may include planning materials or concepts for SepticSmart Week 2019.

Deliverables: The contractor shall develop two drafts and one final draft for each SepticSmart Week product. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

TASK 8: Decentralized Demonstration Project Compendium

The contractor shall support the preparation and development of this compendium document, including graphic design, and document formatting. These materials must be made 508-compliant, to be posted on EPA's website. The WACOR shall provide the contractor with written technical direction to initiate support for the compendium. The final product will be approximately 60 pages in length and include graphics, images and/or other illustrations. EPA will provide the contractor with the content for the compendium document. The contractor shall produce a final product that is consistent in layout, color and design for each of the individual project descriptions that are part of the Compendium.

Deliverables: The contractor shall develop two drafts and one final draft. The contractor shall provide a minimum number of copies in print. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

TASK 9: Septic System Learning Module Additions

The WACOR shall provide the contractor with written technical direction to initiate support for additional content to the existing Septic System Learning Module. New material for the learning module will consist of a walkthrough of a septic system inspection, including videos from septic system professionals on topics such as septic tank pump-outs, inspections, design, and installations. The contractor should have technical experience and expertise using Adobe Captivate software for content formatting. **All products, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

Deliverables: The contractor shall develop two drafts and one final draft of each of the learning module materials. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

TASK 10: MOU Partners Priorities Actions 2017-2020

The WACOR shall provide the contractor with written technical direction to initiate the actions of the MOU priorities planning document. In consultation with the WACOR, the contractor shall develop an outline for a plan to support the goals, priorities and purpose of the MOU. Partner input from the MOU Renewal Meeting (November 2017) should be considered in carrying out the plan. The contractor shall facilitate conference calls with the Partners to solicit input on strategic actions and activities that support the purpose of the MOU. The contractor will prepare a draft document and circulate it to the Partners and WACOR for review, edit and comment prior to preparing the final. The final priorities document will be 3-6 pages in length and include color graphics, photos and other images. The final document will clearly indicate the priority, actions, responsible Partners, deadline(s) and next steps necessary to achieve each priority.

Deliverables: The contractor shall develop two drafts and one final draft of the MOU Priorities Plan. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

The contractor shall send EPA all reports in accordance with the terms of the basic contract and the schedule set out below. The contractor shall provide a work plan within the schedule provided in the basic contract and set out below.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the CL-COR and the WACOR listed below. If oral briefings are scheduled for EPA staff, the CL-COR shall be notified in time to attend.

All reports shall be provided first in draft form. **The contractor is expected to thoroughly review all products, including drafts, for punctuation, grammar, spelling, completeness, etc. prior to EPA review.**

Upon receipt of comments from the CL-COR and WACOR, the contractor shall revise the report or deliverable and distribute final copies as stated in the Scope of Work.

Submission dates for transmittals may be changed via written technical direction from the WACOR. Submission dates for deliverables may only be changed via modification issued by the Contracting Officer.

Unless otherwise indicated in the schedule, draft products are expected to be sent to the WACOR 5 days following the conference call, meeting or event. Final deliverables are expected 5 days following receipt of WACOR's comments.

Schedule:

Task	Item	Due No Later Than	Type
0	Work Plan	Per contract requirements	Deliverable
0	Monthly Progress Report	Per contract requirements	Deliverable
1	Meeting notes	15 days after meeting	Deliverable
2A	Draft Meeting Agenda	2 weeks before meeting	Transmittal
2A	Final Meeting Agenda	1 week before meeting	Transmittal
2A	Meeting Handouts	Per WACOR direction	Transmittal
2A	Draft MOU Partner Meeting Notes	5 days after meeting	Transmittal
2A	Final MOU Partner Meeting Notes	5 days after receipt of WACOR comment	Deliverable
2B	Action Items after Team Calls	2 days after call	Transmittal
3	Partnership working documents	Per WACOR direction	Transmittal
3	Other Partnership documents	Per WACOR direction	Transmittal
4	Final webcast materials	7 days after webinar has aired	Deliverable
5	Workgroup call notes for MOU Priorities	5 days after meeting	Transmittal
7	Draft SepticSmart Week materials	Per WACOR direction	Transmittal
7	Final SepticSmart Week materials	Per WACOR direction	Deliverable
8	Draft Decentralized Demo Project Compendium	Per WACOR direction	Transmittal
8	Final Decentralized Demo Project Compendium	Per WACOR direction	Deliverable
9	Draft learning module materials	Per WACOR direction	Transmittal
9	Final learning module materials	Per WACOR direction	Deliverable
10	Draft MOU Priorities Plan	Per WACOR direction	Transmittal
10	Final MOU Priorities Plan	Per WACOR direction	Deliverable

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract. Limited local travel for meetings is expected.

ADDITIONAL REQUIREMENTS:

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant

in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays regarding deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>
<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost</p>

	personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.	Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.	overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.
Quality of Product/Services: The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.	The WACOR will review all documents delivered under this work assignment for content accuracy.	If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor. Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.

LIST OF ATTACHMENTS

- *List of MOU Partnership Contacts*
- *OWM/Water Infrastructure Division Phone List and organizational chart*
- <https://www.epa.gov/septic>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-14				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 2			Title of Work Assignment/SF Site Name O&M of PMOS and eNOI				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2018 To 06/30/2019				
Comments: The contractor shall not commence work on this work assignment until 7/1/2018.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Jackie Clark <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-6582				
						FAX Number:				
Project Officer Name Robin Danesi <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 202-564-1846				
						FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>6/30/2018 (Date)</div> </div>						Branch/Mail Code:				
						Phone Number: 513-487-2352				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 2-14**

TITLE: Performance Measures Tracking, Data Analysis, and Operations and Maintenance of PMOS and eNOI

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (ALTERNATE WACOR):**

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PERIOD OF PERFORMANCE: July 1, 2018 through June 30, 2019

BACKGROUND: EPA is responsible for development and implementation of the National Pollutant Discharge Elimination System (NPDES) permits program. This program regulates point source discharges of pollutants to surface waters of the United States. In 46 States and 1 Territory, this responsibility is held by authorized State and Territorial governments. EPA is the permitting authority in 4 states (ID, MA, NH, NM), most U.S. territories, Indian Country, and for some federal facilities. The Idaho Department of Environmental Quality is in the process of obtaining authorization to manage the NPDES program in that state and is anticipated to begin managing the program in phases over the next several years.

Permitting authorities issue individual and general permits for discharges to waters of the United States and these permits implement the requirements of the NPDES Program along with other applicable laws and regulations.

The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for implementation and oversight of the NPDES permits program. Some of WPD's

oversight functions include tracking the status of permits, implementing programs that prioritize permits, and developing management tools.

The NPDES Electronic Notice of Intent (eNOI) System is an online electronic permit application system that allows operators to apply for and terminate coverage under EPA NPDES general permits and submit other required reports. Historically, eNOI has supported the Construction General Permit (CGP), the Pesticides General Permit (PGP), the Multi-Sector General Permit (MSGP), and the Vessel General Permit (VGP), but currently only still supports the PGP.

Also, in 1998, the Office of the Inspector General (OIG) identified the backlog of NPDES permits as a management weakness. One of the key problems facing EPA was the lack of reliable information in its Permit Compliance System (PCS) on the numbers of facilities. Starting in late 1998, EPA began tracking the universe of individual permits and their status using PCS and continues to track permit status as part of its oversight activities. In 2013, the transition of all states to a new database, the Integrated Compliance Information System (ICIS-NPDES), was completed. However, because ICIS-NPDES still lacks a complete universe of permittees, particularly general permit covered facilities, and cannot easily identify tribal permits, EPA uses the Permit Management Oversight System (PMOS) to manage these data. PMOS enables EPA to track general permits and tribal permits at a summary level. That is, PMOS captures limited information on these permits to enable EPA to track the universe and status of these permits.

EPA puts special focus on the reissuance of permits considered to be environmentally or programmatically significant through the Priority Permits measures. Each year, EPA Headquarters provides State and Regional permitting authorities with a list of candidate priority permits each year. From this candidate list, States and Regions are asked to select priority permits based on programmatic and environmental criteria and commit to issuing a portion of these permits over each fiscal year. This process entails developing the candidate list and loading it onto PMOS, which is designed to manage the designation and tracking of priority permits.

Both eNOI and PMOS general permit data are made available through search tools on EPA's website that provide transparency to these data that may not be available in any other capacity on a nationwide basis.

Currently, EPA is also focusing on improving permit timeliness through Lean events and associated follow up, including data analyses and new performance measures examining the status and lead time for permit applications, NOIs, modifications, and certain steps in the permit issuance process.

EPA requests contractor support to help track and analyze the data used to characterize the health of the NPDES program, including the management of PMOS, eNOI, and the associated public search tools, as described above.

PURPOSE AND OBJECTIVE: During the period of performance, the contractor, under this Work Assignment, will provide services in the following areas:

1. Generate permit backlog reports
2. Support EPA's management of the priority permits process
3. Maintain and, if needed, provide development services for PMOS to manage priority, tribal, and general permits
4. Provide ad hoc support related to permit tracking activities
5. Perform ad hoc data analyses
6. Maintain and Update eNOI Processing Systems
7. Provide Region, State and Public Access to Permit Documents and Assist with Data Requests
8. Maintain and, if necessary, develop and distribute new training tools for EPA eNOI System Users
9. Provide User Support (email and telephone) for the eNOI System
10. Support paper processing of reports for entry into the eNOI System
11. Maintain public search tools for eNOI and general permit data

The contractor will ensure compliance with Agency standards.

SCOPE OF WORK

TASK 0: WORK ASSIGNMENT MANAGEMENT

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Contracting Officer's Representative (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled bi-weekly conference calls and in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

Deliverables: The contractor shall provide a monthly progress report that will include the labor hours and cost expenditures by individual tasks and subtasks, issues encountered, and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities. The contractor shall report by the 15th of each month. The contractor shall maintain a cumulative list of all technical directives. The contractor shall notify the EPA CO and WACOR and/or Alternative WACOR in writing of expenditure reaching 50%, 75%, and 90% of the authorized LOE/labor hours. The contractor shall report in accordance with Contract Reporting Requirements.

Deliverables		Due Date
1	QAAP based on this PWS	Within 10 days of Work Assignment approval
2	Monthly progress report that will include the labor hours and cost expenditures by individual subtasks, issues encountered and lessons learned regarding the	By the 15 th of each month

	progress of all tasks, the tracking of expenditures, and any other administrative activities.	
3	Notification in writing to the CO and WACOR of expenditures reaching 50%, 75% and 90% of the authorized Work Assignment LOE/labor hours.	No less than 15 days in advance of expenditures reaching 50%, 75% and 90% of the authorized Work Assignment LOE/labor hours

TASK 1: Data Reports

Subtask 1A: NPDES Priority Permits Tracking

Based on the existing information in PMOS and input provided by the WACOR from states, EPA Regions, and ICIS-NPDES, the contractor shall update Fiscal Year 2018 priority permit information on an as needed basis in PMOS, including updating issuance information and other basic data, as well as completing priority permit swaps.

For planning purposes, the contractor shall assume up to two comprehensive updates to Fiscal Year 2018 Priority Permits data in PMOS using ICIS-NPDES data from the WACOR and many updates on an ad hoc basis using data provided by state and EPA Regions during the period of performance.

Additionally, based on data provided by the WACOR from ICIS-NPDES, the contractor shall create the Fiscal Year 2019 Priority Permit candidate list. The contractor shall also update this list based on data provided by the WACOR from ICIS-NPDES, states, and EPA Regions.

Deliverables: The contractor shall provide deliverables according to the schedule in the table below:

Deliverables		Due Date
1	Update Fiscal Year 2018 priority permit information on an as needed basis in PMOS	Within 5 business days following the request from WACOR
2	Draft and updated list of candidate priority permits in MS Excel for Fiscal Year 2019	Within 5 business days following the request from WACOR

Subtask 1B: NPDES Permit Backlog Tracking

The contractor shall provide technical support to track the NPDES Permit Backlog. The contractor shall generate and update the End of Year Fiscal Year 2018 and Mid-Year Fiscal Year 2019 Tribal and Non-Tribal backlog reports in accordance with the deliverable schedule below. The contractor shall use data from PMOS and ICIS-NPDES, along with information provided by the WACOR from EPA Regions and states to prepare and update these reports. The contractor shall also provide the detailed data corresponding to the summary numbers in the reports to the WACOR.

The contractor shall also provide support to ensure that the tribal and general permit data in PMOS are complete and accurate, based on the data from states and EPA Regions, as well as data from ICIS-NPDES provided by the WACOR.

The contractor shall also provide ad hoc reports on the permit universe and/or backlog data, as requested by EPA.

For planning purposes, the Contractor shall assume one draft Tribal and Non-Tribal Report and up to two updated versions of these reports following receipt of data from states and EPA Regions. The Contractor shall also assume up to two ad hoc report requests during the period of performance.

All reports and corresponding data shall be provided in Excel format to the WACOR.

Deliverables: The contractor shall provide deliverables according to the schedule in the table below:

Deliverables		Due Date for 1 through 4
1	Draft and Updated Non-Tribal Report Cards End of Year FY18 and Mid-Year FY19 (major individual, minor individual, non-stormwater general permit covered facilities, summary) for non-tribal facilities.	Draft and updated reports are due 5 business days after receipt of all the corresponding permit data from the WACOR
2	Draft and Updated Tribal Report Cards End of Year FY18 and Mid-Year FY19 (major individual, minor individual, non-stormwater general permit covered facilities, summary) for tribal facilities.	
3	Draft and Updated List of all facilities included in the backlog universe End of Year FY18 and Mid-Year FY19 (major individual, minor individual, total individual) for tribal and non-tribal permits.	
4	Draft and Updated List of all backlogged facilities End of Year FY18 and Mid-Year FY19 (major individual, minor individual, total individual) for tribal and non-tribal permits.	
Deliverables		Due Date for 5
5	Ad hoc reports for additional unanticipated support	Within 5 business days of request by EPA COR

Subtask 1C: Other Ad Hoc NPDES Data Analysis

The contractor shall provide technical support related to ad hoc data analysis requests, as needed, including those related to the NPDES Lean effort. The contractor shall generate and update reports in accordance with the deliverable schedule below. The contractor shall use data from PMOS and ICIS-NPDES, along with information provided by the WACOR from EPA Regions and states to prepare and update these reports, as needed. The contractor shall provide the detailed data as well as summary-level information in the reports to the WACOR, as further describe in technical direction from the WACOR for each data request.

For planning purposes, the Contractor shall assume up to four report requests during the period of performance.

All reports and corresponding data shall be provided in Excel format to the WACOR.

Deliverables: The contractor shall provide deliverables according to the schedule in the table below:

Deliverables		Due Date
1	Ad hoc reports for additional unanticipated support	Within 5 business days of request by EPA COR

TASK 2: PMOS Operations and Management

The Contractor shall be responsible for general operations and maintenance of PMOS and shall fix all bugs found as part of routine operational requirements. The contractor shall also assist in upgrades to the PMOS system, if needed, as well as updates to user guide documents if the WACOR identifies any as necessary. The contractor shall also provide user assistance to EPA Regions and states on PMOS questions and assist in giving new users access to PMOS, as directed by the WACOR.

PMOS non-stormwater and stormwater general permit data will also be used for the General Permits Web Inventory, which will be coordinated with the work on Advance Public Search tools under Task 5.

For planning purposes, the contractor shall assume two backups of the files for priority permits status per month.

Deliverables:

Deliverables		Due Date
1	Daily maintenance/de-bugging	As necessary to maintain database functionality
2	Ad hoc user assistance over email or phone regarding PMOS questions	Within 1 business day of request from the WACOR
3	Updates to PMOS User Guide Documents	Within 10 business days of request from the WACOR
4	Backup files of the Priority Permits status information from the PMOS database, in MS Access format.	Within 1 business day of request from the WACOR
5	Ad hoc batch updates of issuance progress and other permit-related information in PMOS	Within 5 business days of request from the WACOR
6	PMOS Priority Permits lockdown and rollover for the change in fiscal year	Within 5 business days of request from the WACOR

TASK 3: eNOI CUSTOMER SUPPORT AND PAPER PROCESSING

Subtask 3A: eNOI Customer Support and Paper Processing

The contractor shall provide customer support for processing and submitting required reports into the eNOI system. The contractor shall also provide user support as described below for answering eNOI system-related and administrative questions from both the regulated and regulatory communities.

The contractor shall defer all regulatory and policy questions to the WACOR. The contractor shall keep the WACOR informed of the questions the contractor is addressing in a timely manner. The contractor shall also perform checks to meet a goal of entering all paper forms received into the electronic system within 3 days of receipt (and no more than 1 week during peak times) and checking for any data errors as specified by the PWS.

Customer and NOI Call Center Support

The contractor shall answer calls between 9:00am and 5:00pm EST, Monday through Friday. The contractor shall provide a messaging service for voicemails of calls received after 5:00pm EST, Monday through Friday, and for calls made when all call center representatives are on the line and/or not able to pick up. The contractor shall return voicemails within 1 business day to the extent possible. The contractor shall customize voicemail messages at the client's direction to provide additional user guidance and/or to incorporate short term changes in processes and service.

Incoming and Outgoing Email Support

The contractor shall respond to emails within the order of receipt and within no more than 3 business days. The email and technical support provided by the contractor is regulatory, and all support information provided in email by the contractor shall come from approved support documentation developed by the contractor and approved by EPA.

Data Requests

The contractor shall ensure that NPDES permittee data is accessible to EPA Headquarters, EPA Regions, and states. Permittee data shall be available in both print and electronic form. The contractor shall respond to EPA Headquarters, EPA Regions, and states' data requests for NPDES permittee data, annual and ad hoc reports, and DMRs in a timely manner.

The contractor shall prepare and transmit NPDES permittee data in response to requests from the WACOR, which may be in response to Freedom of Information Act (FOIA) or other types of requests.

Paper NOI Processing

The contractor shall provide support to process and enter paper forms including NOIs, NOTs, and monitoring reports into the eNOI system. The contractor shall defer all regulatory or policy decision questions to the WACOR. The contractor shall keep the WACOR informed of the questions the contractor is addressing in a timely manner. The contractor shall also perform checks to ensure that all paper forms received have been entered into the electronic system within 3 days of receipt (no more than 1 week during peak times) and checking for any data errors as specified by the PWS.

QA/QC of Paper Processing Systems and Call Center

The contractor shall conduct Quality Assurance and Quality Control of the eNOI system and paper processing system. The eNOI and NOI processing QA/QC procedures are outlined in the QA/QC manual chapter, which entail running data validation reports to quickly identify and remedy any system-wide errors. The contractor shall develop and revise automated data validation queries to the system as needed. Automated data validation queries will verify data issues within the system. The contractor shall notify the WACOR immediately if data errors are identified and to correct the error. The contractor will meet weekly to review any outstanding items in the NOI processing center and ensure that all paper processing is being completed on time and any forms or customer requests are discussed by the entire team and management to ensure that the service being provided is consistent and accurate.

Deliverables		Due Date
1	eNOI Data Requests	As specified in technical direction from WACOR
2	Ad hoc customer support for eNOI, including response to calls and emails, as well as processing of paper forms	Within 3 days of receipt (no more than 1 week during peak times)

TASK 4 - MAINTENANCE AND OPERATION OF ENOI SYSTEMS AND ADVANCED PUBLIC SEARCH TOOLS

Subtask 4a – eNOI System Maintenance and Operation

The contractor shall perform minimal application enhancements and maintenance to the 2016 Pesticide General Permit eNOI system consistent with EPA's National Computing Center (NCC) guidance and technical standards and its system requirements. The contractor development team shall communicate with the NOI Processing Center to identify inconsistencies in the functionality of the application and shall investigate each reported issue. The investigation of the issue shall result in proper documentation, application testing in staging and/or production environments, code refactoring and an application release.

The contractor shall provide support for the maintenance of previous CGP, MSGP, PGP, and VGP applications and associated components in the eNOI legacy system and will notify the

WACOR of any outstanding issues requires attention to address a system user need. The contractor will take action to address any issue as directed by the WACOR.

Subtask 4b – Maintenance of System Tools

The contractor shall continue basic maintenance of existing MSGP, PGP, CGP, VGP, and General Permit Inventory Advanced Public Search tools until otherwise instructed by the WACOR. The contractor shall notify the WACOR of any reported issues with any of these tools and take action to address these issues as directed by the WACOR. Any necessary modifications shall result in proper documentation, application testing in staging and/or production environments, code refactoring, and an application release, as appropriate.

Subtask 4c – Data Maintenance of EPA Permits in the eNOI System

The contractor shall perform data-related maintenance in the current eNOI system to ensure proper operation and functionality. This type of maintenance will resolve data inconsistencies or any type of issues in the database that affects proper operation of eNOI functionalities as reported by users. This also includes uploading any DMRs and Annual Reports into the Advanced Public Search tool. The contractor shall handle all data-related maintenance issues, including the tracking and prioritization of bugs and errors. The contractor shall report bugs and error fixes to the WACOR within 3 business days of identification of a bug and shall provide technical feedback on the fixes in the issue tracking system.

Subtask 4d - Pesticide General Permit PGP Data Analysis

The contractor shall prepare a document summarizing data collected from the PGP Notice of Intent (NOI) and Annual Reports. The summary shall include but is not limited to the following: breakdown of the total number of new permittees; types of permittees; types of use patterns; number of pest management areas; number and size of treatment areas; and name, amount and EPA registration number of pesticides use. The contractor shall submit a draft compilation within three weeks after technical direction from the WACOR and a final summary within two weeks of WACOR comments on the draft summary.

Deliverables		Due Date
1	Notification of Need for eNOI System Update	Within 2 business days of identification of a need for a system update.
2	Notification of Need for eNOI Search Tool Update	Within 2 business days of identification of a need for a system application update.
3	System Bug Notification	Within 1 business day of identification of a new system bug affecting system performance
4	PGP Data Analysis	Draft report 3 weeks after technical direction, final report 2 weeks after any comments from WACOR

TASK 5: ENOI SYSTEM CENTER DOCUMENTATION

The EPA NOI Processing Center Operations Manual documents all NOI Processing Center functions. It provides detailed descriptions of how the NOI Processing Center receives, handles, and processes correspondence (letters and emails), maintains contact with permit applicants via the letters generated, and provides support through customer service. The original EPA NOI Processing Center Operations Manual was developed in 2003 and has been updated periodically since that time. The contractor shall update the manual, as necessary, to incorporate all aspects of the current eNOI system and shall include the most current forms and letters associated with the eNOI dataflow.

System Application/Data Maintenance Documentation

The contractor shall maintain the existing EPA NOI Processing Center Operations Handbook describing the business rules and functionality of all application systems. In addition, any new development and coding shall be documented in this handbook. Any updated eNOI system documentation should be completed within two weeks after delivery of system maintenance releases. The contractor shall retain a copy of that documentation on-site and make available to the WACOR upon request. Based on any comments from the WACOR, the contractor shall revise this documentation within one week after receipt of comments.

Public Search Documentation

The contractor shall maintain an up-to-date EPA NOI Processing Center Operations Handbook describing the business rules and functionality of the Advanced Public Search application for EPA general permits. In addition, any new development and coding should be documented in this manual.

The contractor shall maintain the existing EPA NOI Processing Center Operations Handbook documenting the business rules and current operational procedures for the PGP, CGP (and LEW), VGP, and MSGP (and NOE) Advanced Public Search, and General Permit Web Inventory development and maintenance releases that describes the functionality of the Public Search tool. Any updated eNOI system public search documentation should be completed within two weeks after delivery of system maintenance releases. The contractor shall retain a copy of that documentation on-site and make available to the WACOR upon request. Based on any comments from the WACOR, the contractor shall revise this documentation within one week after receipt of comments.

Deliverables		Due Date
1	NOI System Handbook Update	Within 2 weeks of system update and within 1 week of any WACOR comments

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Required	Due Date	Number of Copies and Format Requirements
0	QAAP based on this PWS	Within 10 days of Work Assignment approval	One Copy, Microsoft Word or PDF
0	Monthly progress report that will include the labor hours and cost expenditures by individual subtasks, issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities.	By the 15 th of each month	One Copy, Microsoft Word or PDF
0	Notification in writing to the CO and WACOR of expenditures reaching 50%, 75% and 90% of the authorized Work Assignment LOE/labor hours.	No less than 15 days in advance of expenditures reaching 50%, 75% and 90% of the authorized LOE/labor hours	One copy to CO and one to WACOR via Email
1A	Update Fiscal Year 2018 priority permit information on an as needed basis in PMOS.	Within 5 business days following the request from WACOR	Via database
1A	Draft and Updated List of candidate priority permits for Fiscal Year 2019.	Within 5 business days following the request from WACOR	One Copy, Microsoft Excel
1B	Draft and Updated Non-Tribal Report card (major individual, minor individual, non-stormwater general permit covered facilities, summary) for non-tribal facilities.	Draft and updated reports are due 5 business days after receipt of all the corresponding permit data from the WACOR	One Copy, Microsoft Excel
1B	Draft and Updated Tribal Report card (major individual, minor individual, non-stormwater general permit covered facilities, summary) for tribal facilities.	Draft and updated reports are due 5 business days after receipt of all the corresponding permit data from the WACOR	One Copy, Microsoft Excel

1B	Draft and Updated List of all facilities included in the backlog universe (major individual, minor individual, total individual) for tribal and non-tribal permits.	Draft and updated reports are due 5 business days after receipt of all the corresponding permit data from the WACOR	One Copy, Microsoft Excel
1B	Draft and Updated List of all backlogged facilities (major individual, minor individual, total individual) for tribal and non-tribal permits.	Draft and updated reports are due 5 business days after receipt of all the corresponding permit data from the WACOR	One Copy, Microsoft Excel
1B	Ad hoc reports for additional backlog tracking support	Within 5 business days of request by EPA COR	One Copy, Microsoft Excel
1C	Ad hoc reports for additional data analysis support	Within 5 business days of request by EPA COR	One Copy, Microsoft Excel
2	Daily PMOS maintenance/de-bugging	As necessary to maintain database functionality	Via database
2	Ad hoc user assistance over email or phone regarding PMOS questions	Within 1 business day of request from the WACOR	Via phone or email
2	Updates to PMOS User Guide Documents	Within 10 business days of request from the WACOR	One Copy, Microsoft Word
2	Backup files of the Priority Permits status information from the PMOS database, in MS Access format.	Within 1 business day of request from the WACOR	One Copy, Microsoft Access
2	Ad hoc batch updates of issuance progress and other permit-related information in PMOS	Within 5 business days of request from the WACOR	Via database
2	Priority Permits lockdown and rollover for the FY in PMOS	Within 5 business days of request from the WACOR	Via database
3	eNOI Data Requests	As specified in technical direction from WACOR	As specified in technical direction from WACOR
3	Ad hoc customer support for eNOI, including response to calls and emails, as well as processing of paper forms	Within 3 days of receipt (no more than 1 week during peak times)	Via phone, email, or database

4a	Notification of Need for eNOI System Update	Within 2 business days of identification of a need for a system update.	Email to WACOR, with any follow-up in agreed upon time and format.
4b	Notification of Need for eNOI Search Tool Update	Within 2 business days of identification of a need for a system application update.	Email to WACOR, with any follow-up in agreed upon time and format.
4c	System Bug Notification	Within 1 business day of identification of a new system bug affecting system performance	Email to WACOR, with any follow-up in agreed upon time and format.
4d	PGP Data Analysis	Draft report 3 weeks after technical direction, final report 2 weeks after any comments from WACOR	1 copy – Microsoft Word or PDF
5	NOI System Handbook Update	Within 2 weeks of system update and within 1 week of any WACOR comments	If requested by WACOR, in agreed upon format.

CONTRACT PWS REFERENCE

- Task 1: 3.3 – Water Program Rulemaking and 3.5 – NPDES Permit Support
Task 2: 3.3 – Water Program Rulemaking and 3.5 – NPDES Permit Support
Task 3: 3.4 – Technical and Administrative Program Support and 6.2 – Provide Educational and Outreach Support
Task 4: 3.4 – Technical and Administrative Program Support and 3.5 – NPDES Permit Support, and 3.7 – Information Management
Task 5: Contract Sections: 3.4 – Technical and Administrative Program Support and 3.5 – NPDES Permit Support

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CLCOR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CLCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CLCOR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is required for this Work Assignment because it involves the generation, management, distribution, or use of primary and/or secondary environmental data that will be used or have the potential for use in environmental decision-making. The QAPP shall be developed in accordance with the "Office of Water Quality Management Plan" (EPA 821-X-02-001) and shall be formatted as specified in "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5).

EPA requires that all environmental data used in decision-making be supported by an approved QAPP. The contractor shall follow the written procedures in the processing manual and any additional guidance provided by the COR in the performance of these tasks.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with

an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The

contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>

<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>
<p>Quality of Product/Services:</p> <p>The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>